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~~CONFIDENTIAL INTELLIGENCE AGENCY REGULATION~~

6 February 1993

BASIC INTELLIGENCE TRAINING**A. General Statement**

- (1) The CIA Career Service Program, approved by the Director of Central Intelligence, provides that "All new personnel recruited to fill professional positions in the Agency be required to go through a training program in order to give them an adequate basic intelligence background."
- (2) In order to meet the training directive of the Career Service Program stated above, the Director of Training has developed a Basic Intelligence Course (BIC), which provides training in the principles, methods and practice of intelligence; the relation of intelligence and national security; the nature of the world situation; and the national intelligence mission of CIA.
- (3) This regulation provides only for meeting the training directive of the Career Service Program. Basic training conducted to prepare new professional personnel for specific projected duty assignments in the Agency will be the subject of subsequent CIA regulations.
- (4) Pending the issuance of listings of professional positions by the Office of Personnel, professional positions shall, for the purposes of this regulation, mean all positions, grades GS-7 and above, and non-clerical positions, grades GS-5 and GS-6.

B. Policy

- (1) All new personnel recruited to fill professional positions in the Agency shall, except as hereinafter provided, receive training in the Basic Intelligence Course, in order to relate their previously acquired professional competence to the profession of intelligence.
- (2) Satisfactory completion of the Basic Intelligence Course shall normally be pre-requisite for subsequent training.
- (3) Satisfactory completion of the Basic Intelligence Course shall in each case be a necessary but not the sole condition in granting full career status to new professional personnel not exempted from such training.
- (4) Exemption from the Basic Intelligence Course may be requested for new professional personnel who possess an adequate basic intelligence background, either by virtue of equivalent intelligence training or significant intelligence experience.

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- (5) All requests for exemptions shall be subject to the review and approval of the Director of Training.
- (6) On-duty professional personnel of the Agency may be entered in the Basic Intelligence Course, in accordance with the procedure stated in E(4) of this regulation.

C. Responsibilities

- (1) The Director of Training shall:
 - (a) Develop, direct, and conduct the Basic Intelligence Course for new professional personnel of the Agency.
 - (b) Establish and maintain performance standards to be met by all personnel in the Basic Intelligence Course.
 - (c) Provide for training reports appraising the performance of all personnel in the Basic Intelligence Course, and transmit reports to the Office head concerned and to the Assistant Director (Personnel) for their information and action.
 - (d) Review and act upon all requests for exemption submitted by Office heads and, if he approve, notify the Office head concerned and the Assistant Director (Personnel). If he disapprove, and the Office head concerned does not concur, final decision shall be made by the appropriate Deputy Director, who will notify the Director of Training, the Assistant Director (Personnel) and the Office head concerned.
- (2) Each Office head (other than the Director of Training) shall:
 - (a) Request exemptions from the Basic Intelligence Course for new personnel recruited to fill professional positions in his Office, provided the policy stated in E(4) of this regulation applies, and submit all such requests in writing (triplicate) to the Director of Training.
 - (b) Request entry of on-duty professional personnel of his Office in the Basic Intelligence Course, in accordance with the procedure stated in E(4) of this regulation.
- (3) The Assistant Director (Personnel) shall:
 - (a) Identify all professional positions in the Agency and designate such positions on the Personnel Position Inventory; disseminate listings of professional positions, as appropriate.
 - (b) Enter on-duty non-exempted new professional personnel who are to enter the Basic Intelligence Course, in accordance with the procedure stated in E(1) and (3) of this regulation.

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D. The Basic Intelligence Course

- (1) The Basic Intelligence Course is six weeks in length, except for new professional personnel in Offices under the Deputy Director (Plans) and personnel who support Deputy Director (Plans) activities, whose training will extend beyond the six weeks' period.
- (2) Security clearance through Secret is pre-requisite to entry in the Basic Intelligence Course.

E. Procedure

- (1) The Office of Personnel will process all new professional personnel, except those for whom exceptions have been approved, into the Basic Intelligence Course as part of their entry-on-duty procedure, and will notify the Office head concerned and the Registrar of the Office of Training, in each instance. The Registrar will enroll such personnel in the Basic Intelligence Course.
- (2) The Office of Personnel will notify the Registrar of the Office of Training, at least two weeks in advance of the beginning of each Basic Intelligence Course, of the estimated number of new professional personnel to be entered in the course.
- (3) Where the entry-on-duty date of new professional personnel does not permit direct processing into the Basic Intelligence Course, such personnel will be assigned to temporary duty in the sponsoring Office pending the beginning of the next Basic Intelligence Course.
- (4) On-duty professional personnel will be enrolled in the Basic Intelligence Course by the Registrar of the Office of Training, at the request of the Office head concerned, within the limitations of the facilities available.

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